

PSI Examination Tutorial:

1. Offers the candidate BASIC INFORMATION about the test.
2. Shows the candidate how to navigate through the test with the function bar buttons.
3. Demonstrates how the candidate can REVIEW the test.
4. Allows the candidate to take a SAMPLE TEST.

The time the candidate spends on the tutorial WILL NOT count against their time.

The candidate can repeat the tutorial as many times as they like until they are ready to start the test.

The Examination Screen:



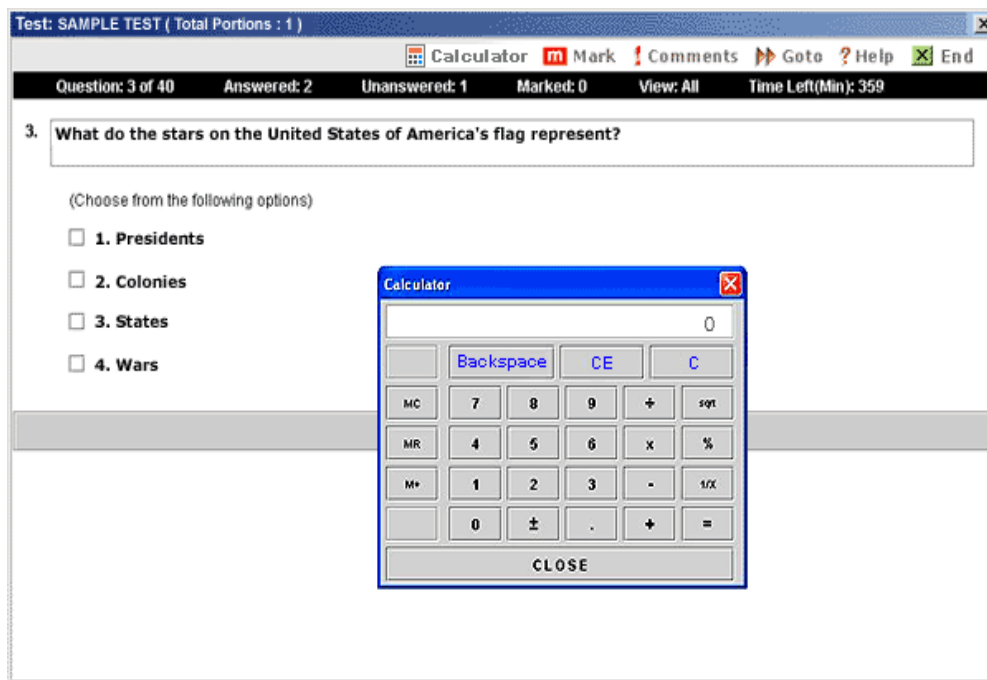
Function Buttons

The "function bar" at the top of the screen provides mouse-click access to the features available on the current test.

On-screen Calculator Button Calculator

The on-screen calculator is available by clicking this button on the testing screen. The calculator allows the test taker to perform simple calculations during the examination. For calculating numbers, use your mouse to click on numbers and symbols.

Note: The onscreen calculator is not available on all examinations.



Status Bar

The "status bar" at the top of the examination screen gives the status of the current test.

- "Q: 3 of 40" indicates you are on QUESTION number 3 out of a total of 40 items.
- "Answered" and "Unanswered" indicate you have ANSWERED 2 items, and there are 1 UNANSWERED items.
- "Marked" means you have MARKED 0 items that you may come back to review later.
- "View" indicates all items on the test are available to you for VIEWING. ([see GOTO button](#))
- "Time Left" indicates how many minutes the candidate has remaining on this part of the exam.

Question: 3 of 40 Answered: 2 Unanswered: 1 Marked: 0 View: All Time Left(Min): 359

The Item


Each item appears on the screen ONE ITEM AT A TIME. The ITEM may display a graphic on the screen or may direct the candidate to reference material, such as a chart or diagram, provided by the proctor.

Choosing an answer

The candidate clicks on the option(s) they believe best answers the question in the exam. The answer they have selected will show a check mark (for one or multiple answers) or a filled radio button next to it (for only one correct answer). The Candidate will click on **Next**; this will record their answer and proceed to the next item. Since there is no penalty for wrong answers, the candidate should answer every item by selecting what they think is the best response.



Mark Button Mark

The candidate may choose not to answer the question or would like to review it, they can "**Mark**" the item by clicking on the **Mark**  **Mark** button in the function bar. The candidate can go back to the marked items by clicking on the **Goto** Button at the top ([see GOTO button](#)).

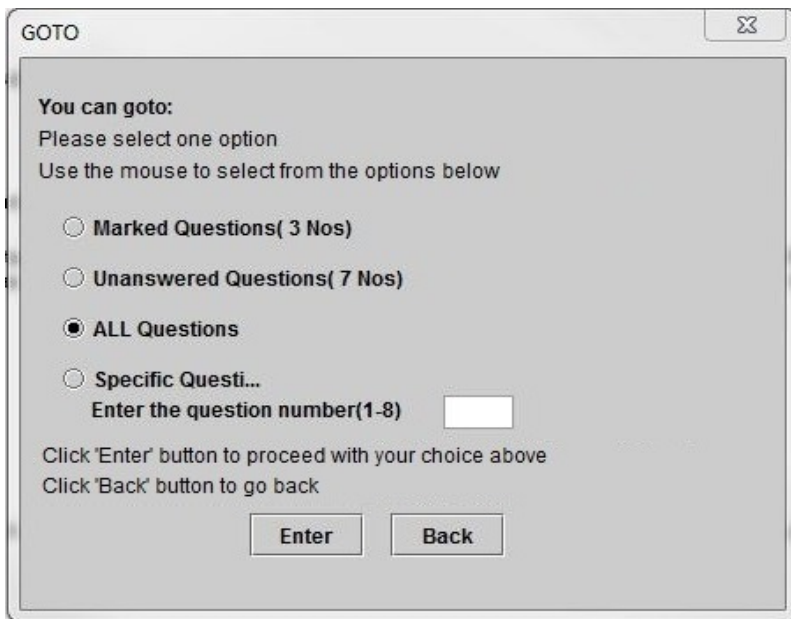
Comments Comments

The comments button offers the option to give a comment/feedback about the question displayed.



GoTo button GoTo

When clicking on the **Goto** button, the following window will appear:



This will help the candidate to go back to any items they need by navigating through the exam using:

- Marked Questions
- Unanswered Questions
- All Questions
- Specific Question by number


On the status bar, the **View** status will show the items that the candidate is currently viewing. For example, if the **Marked Questions (3 Nos)** was chosen when clicking on the **Goto** button, the View status will then become View: Marked.

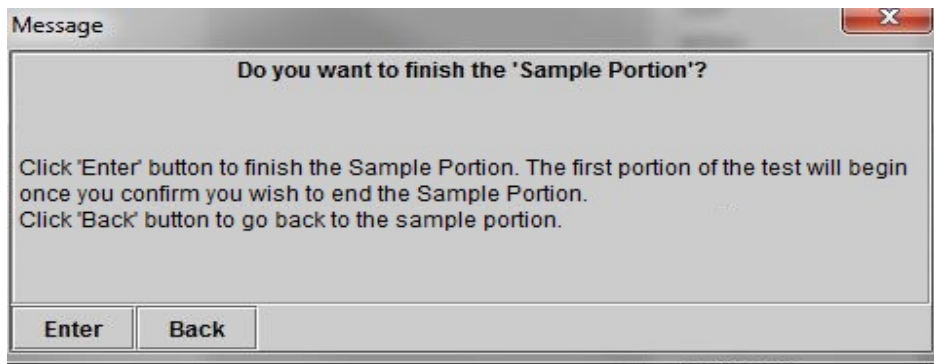


Help ? Help

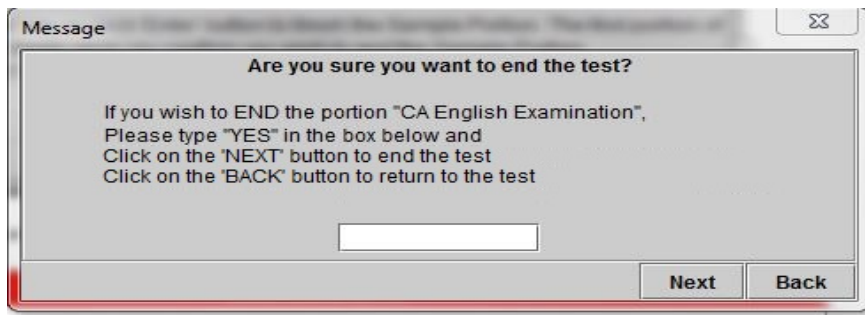
The **Help** button provides a brief summary of each button's functions. The candidate can click on **Help** at any time.

Ending the Exam  End

To end the portion, the candidate must first click on the **End**  **End** button on the upper right corner of the window. The candidate is provided with the opportunity to either return to the exam or END the exam.



To confirm that the candidate is ready to take the next portion or end the exam, they will need to enter **YES** in the white box and then click on the **Next** button. The **Back** button will allow to candidate to go back to the portion they were on.



By clicking on **Next** the candidate will end the portion/exam and cannot go back.

IMPORTANT

Once the candidate has confirmed that they would like to end the test, they CANNOT go back to change any of their answers.

Sample Items

The Sample Items consist of 3 to 12 items which allow the candidate to get an idea how the actual examination works. The Sample Items are not scored and do not count toward the final examination result but are provided for the candidate to get familiar with the computer prior to starting the Scored Portions of the exam.

Survey Items

At the end of the exam, 10 to 15 optional survey questions will appear. The survey items will provide feedback and suggestions about the test center and the exam. The candidate can answer those questions and click on **End** when they are finished.

Close